

**Article 2: Administrative Code**

**Division 26: Procedures Governing the Management of City Records**

*(“Procedures Governing the Management of City Records”  
added 6-18-1982 by O-15761 N.S.)*

**§22.2601 Purpose and Intent**

It is the purpose and intent of this Division to establish procedures for the management of City records.

*(“Purpose and Intent” added 6-14-1982 by O-15761 N.S.)*

**§22.2602 Policy**

The policy of the City of San Diego is to provide for efficient, economical, and effective controls over creation, distribution, organization, maintenance, use, and disposition of all City records.

*(“Policy” added 6-14-1982 by O-15761 N.S.)*

**§22.2603 Authority**

The City Clerk shall be responsible for the administration of a uniform Records Management Program assisting all City departments.

*(“Authority” added 6-14-1982 by O-15761 N.S.)*

**§22.2604 Definitions**

- (a) “Appraisal” — The process of determining the value and thus the disposition of records based upon their (1) administrative, legal, fiscal, and historical uses; (2) relative activity; (3) relationship to other records; and (4) evidential and informational value.
- (b) “Disposition” — Actions taken with regard to records and nonrecords following their appraisal. These actions include the transfer of inactive records to the Records Center or the destruction of records or nonrecords no longer required in the course of the City’s business.
- (c) “Duplicate record” — Copies or reproductions of original records, whether or not the same physical form as the original, which are retained for personal reference or for operational requirements.

- (d) “Maintain” — Provide custody and care for a record.
- (e) “Nonrecord” — Material which is not retained in the regular course of business or is a temporary aid, not created for the purpose of preserving its own documentary or informational content for future reference. This includes but is not limited to:
  - (1) Transmittal letters and acknowledgments which do not add any information to the material transmitted.
  - (2) Requests for printed material after the requests have been filled.
  - (3) Informal notes, worksheets, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.
  - (4) Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.
  - (5) Miscellaneous notices of community affairs, employee meetings, or holidays.
  - (6) Stocks of publications or unused blank forms that are kept for supply purposes only.
  - (7) Tickler, follow-up, or suspense copies of correspondence.
  - (8) Extra copies of documents already in an official file.
  - (9) Publications or reference materials received or acquired from outside sources such as professional organizations, conferences, seminars, or workshops.
  - (10) Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.
- (f) “Official record” — Any record containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any City department regardless of physical form or characteristics.
- (g) “Original record” — The first or initial documentation, that of which anything else is a copy or reproduction; or, a duplicate record with any original

documentation.

- (h) “Record” — All books, papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documentary material regardless of physical form or characteristics, produced, received, owned or used by a City department and preserved because of the informational value of data in them or as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the City.
- (i) “Record copy” — A reproduction of an original record which is retained in lieu of the original record as the official record of the City.
- (j) “Records Disposition Schedule”— A listing of records series by department, indicating for each series the length of time it is to be maintained in office areas and in the Records Center. The Schedule constitutes authority for the destruction of records listed thereon, after required retention periods have lapsed.
- (k) “Record series” — File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Record series may consist of records of a single type or format and can be described, handled, and disposed of or retained as a unit.
- (l) “Writing” — Handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents, retained in the ordinary course of business. Writings are record or nonrecord material.

*(“Definitions” added 6-14-1982 by O-15761 N.S.)*

## **§22.2605 Records Disposition Schedule**

The Records Disposition Schedule will serve as the basis for the City’s Records Management Program. The head of each department shall have prepared a Records Disposition Schedule for his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

- (a) A physical inventory and appraisal of all records to determine their administrative, fiscal, legal and historical value.
- (b) Identification of an official record series title for all department records and specific and accurate descriptions of records listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as record series titles or as description of files on the Records Disposition Schedule or any revision thereto, shall be descriptive. They shall not include the use of the words “miscellaneous” or “various,” or words of similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.
- (c) A periodic review or audit of records to make sure they are properly covered by the Records Disposition Schedule.

Following the review or audit, the City Clerk will be notified of any proposed amendments to the Records Disposition Schedule that are needed. Such amendments may include the addition of new record series titles to the Records Disposition Schedule, or requests to have superseded record series titles removed from the Records Disposition Schedule.

Final approval of the Records Disposition Schedule shall require the written consent of the department head, the City Attorney, and the City Clerk. The Records Disposition Schedule must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk.

*(Amended 5-26-1987 by O-16869 N.S.)*

## **§22.2606 Responsibilities**

- (a) The City Clerk shall:
  - (1) Be responsible for the maintenance of and access to:
    - (A) The official records of his/her office, as identified in the Records Disposition Schedule of the Clerk’s Office.
    - (B) Newly created or unidentified record series in his/her office which are not identified in the Records Disposition Schedule of the Clerk’s Office or any other department.
    - (C) Official Records which are part of a City Archives.

- (D) Official Records located in an off-site storage location specifically designated for the storage of vital City records, during the time those records are located in vital records storage.
  - (E) Any Official Records in the custody of the City which are not the responsibility of any other department, as specified in paragraph C below.
- (2) Be responsible for the preservation of and the assignment of the maintenance of and access to inactive records which have been transferred to non-City organizations.
- (3) Not be responsible for the maintenance of records which are legally maintained by other government agencies.
- (4) Be responsible for the administration of a uniform Records Management Program assisting all City departments, and for the development, administration and coordination of procedures thereunder.
- (5) Administer a City Archives for the maintenance of historically significant City records. Providing that the responsible department does not object within thirty days of notification, the City Clerk may transfer to the City Archives records having permanent historical value as noted in the Records Disposition Schedule.
- (6) Administer a Records Center for the efficient and economical storage, maintenance and servicing of inactive City records.
- (7) Appoint a Records Management Officer who shall serve in the Office of the City Clerk as the head of the Records Management Program.
- (b) The Records Management Officer under the direction of the City Clerk shall:
  - (1) Provide effective control over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of all City Records. This shall include:
    - (A) Providing assistance and guidelines to departments in the preparation of their Records Disposition Schedules and amendments thereto.

- (B) Establishing proper procedures for securing necessary revisions to the Records Disposition Schedule, with the approval of the City Attorney. (c) Providing direct technical assistance and guidance to departments that will aid in resolving specific files and related records problems.
  - (2) Operate the Records Center in an orderly and efficient manner. This operation shall include:
    - (A) Providing information, assistance and records to using departments to insure optimum utilization of the Records Center.
    - (B) Notifying using departments periodically when records held by the Records Center are eligible for destruction.
    - (C) Causing to be destroyed records held by the Records Center. Destruction shall occur only after thirty days following notification of the destruction to the responsible department head. If, within that thirty day period, the responsible department head makes a valid request for delaying the destruction of the records, the Records Management Officer may delay the destruction of the records or return them to the department for review. Records so returned shall be retained by the responsible department until such time that the department destroys the records or revises the Records Disposition Schedule.
  - (3) Operate a City Archives in an orderly and efficient manner.
- (c) Each department head shall:
- (1) Be responsible for the maintenance of and access to:
    - (A) Except as specified in (a)(1)(C) and (D), the Official Records of his/her department, as identified in the department's Records Disposition Schedule.
    - (B) Newly created or unidentified record series in the department's custody which are not identified in the Records Disposition Schedule of the department or any other department.

- (2) Be responsible for ensuring the safety of valuable historical City records in his/her custody. If said records are original and sole copies, and use of records endangers their ultimate preservation, the department head shall ensure that copies are made and used in place of the originals.
- (3) Cooperate with the City Clerk to assure proper administration and implementation of the City's Records Management Program.
- (4) Ensure the proper application of the Records Disposition Schedule to his/her department's records.
- (5) Ensure that records are transferred to the Records Center for storage at the end of the office retention period listed in the Records Disposition Schedule.
- (6) Review the Records Disposition Schedule and recommend to the City Clerk any amendments thereto which are necessary due to changing requirements.
- (7) Comply with procedures mentioned in this ordinance regarding the destruction of records and nonrecords.
- (8) Appoint a Records Coordinator to serve as liaison between the Records Management Officer and the department and to assist in the implementation of the Records Management Program.

*(Amended 5-26-1987 by O-16869 N.S.)*

## **§22.2607 Destruction of Records**

### **(a) Eligibility**

No record shall be destroyed until it has been properly inventoried, appraised, and entered in the Records Disposition Schedule. Furthermore, before a record is eligible for destruction, the department head must first make the following determinations:

- (1) Required retention periods listed in the Records Disposition Schedule have lapsed.
- (2) The record is maintained by said department.

- (3) The record is no longer required to fulfill any administrative, fiscal, legal, or historical interests of the City or the public.
- (4) The record series title is descriptive and does not include the use of the words “miscellaneous” or “various,” or words of similar connotation.

(b) Procedures

Before records are destroyed, the department head shall:

- (1) In compliance with the Records Disposition Schedule, exercise a final review over all records eligible for destruction for the purpose of determining any further administrative, fiscal, legal, or historical needs.
- (2) Ensure that if the Records Disposition Schedule does not specify records for transfer to the Records Center, the records shall be destroyed at the end of the listed office retention period in compliance with the Records Disposition Schedule.
- (3) Ensure that if the Records Disposition Schedule does specify records for transfer to the Records Center, and this has not occurred, the records shall be destroyed, providing they have exceeded their total retention requirement (office plus Records Center).
- (4) Destroy duplicate records and nonrecords when they are no longer needed in the course of the City’s business.

*(“Destruction of Records” added 6-14-1982 by O-15761 N.S.)*

**§22.2608 Copies of Documents**

The City Manager is authorized to furnish to any person copies of any official record, document or paper of the City upon payment of the required fee.

- (a) The City Manager is authorized to establish fees for copies of requested records, documents or papers. The fees shall be calculated to recover the direct cost of reproducing the copies. Sales tax may be included or excluded from the established fee.
- (b) The City Manager shall maintain an up-to-date schedule of fees which shall be filed and available for inspection in the office of the City Clerk.

*(“Copies of Documents” amended and renumbered from Sec. 22.0103 on 10-2-1995 by O-18214 N.S.)*



**§22.2609 Free Copies of Documents**

The City Manager is hereby authorized to furnish a limited number of copies of any official record, document or paper of the City free of charge in the following cases:

- (a) Any governmental agency or any public officer acting in his official capacity.
- (b) Any nonprofit corporation or civic organization.
- (c) Any person engaged in the performance of work at the City's request where such copies of such records, documents or papers are required by such person in order to perform that work.
- (d) Bona fide students or teachers engaged in research projects.
- (e) Any paper deemed by the Manager as promotional in nature for the City.
- (f) Documents prepared especially for presentation to the general public for its convenience and information.

*("Free Copies of Documents" renumbered from Sec. 22.0104 on 10-2-1995 by O-18214 N.S.)*

